

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**

**JOB VACANCY POSTING**  
**AMENDED**

**POSTING NUMBER:** HR-0157

**ISSUE DATE:** December 3, 2013

**TITLE:** Municipal Finance Auditor 2

**CLOSING DATE:** December 31, 2013

**DIVISION/UNIT:** Division of Local Government Services

**LOCATION:** 101 South Broad Street, Trenton, NJ  
08625

**SALARY RANGE:** P22: \$52,983.14 - \$75,079.13

**POSITION(S):** 1

**DISTRIBUTION:** STATEWIDE

**DESCRIPTION OF MAJOR DUTIES:** Under limited supervision of a Municipal Finance Auditor 1 or other supervisory official in the Division of Local Government Services, Department of Community Affairs, conducts audits and assists in review of more complex audits of municipalities, counties, and authorities; assists in the examination of municipal and county budgets and financial statements; does related work as required; responsible for full budget examination review with limited supervision; takes control of budget; examines smaller or less complex municipal budgets of less than \$20 million and their financial statements; may assist a Municipal Finance Auditor 1 or higher in the review of large and complex municipal and county budgets of \$20 million or more; performs statutory audits of municipalities, counties, and authorities; prepares municipal and county budgets and financial statements as required; prepares single audit reviews; examines and reviews the work performed by Registered Municipal Accountants; assists in the review of Transitional Aid applications, when requested; assists in the review of emergency resolutions and other budget amendments; assists in the review of Fire District and Authority budgets; prepares cap calculation reports; provides technical advice and assistance to Registered Municipal Accountants and to municipal officials on matters pertaining to municipal and county accounting, auditing, and budgeting; reviews Local Finance Board applications; assists in providing interpretation of various laws, rules, and regulations of the Division of Local Government Services, to local and county officials, and others interested in the work of the division; prepares analyses of financial data and projections of debt of municipalities and counties for various state and federal agencies; prepares official correspondence; prepares clear, sound, accurate, and informative fiscal, audit, budget, and related reports containing findings, conclusions, and recommendations; maintains essential records, reports, and files; will be required to learn to utilize various types of electronic and/or manual recording and computerized information system used by the agency, office, or related units.

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college with a Bachelor's degree, including and/or supplemented by twenty-one (21) semester hour credits in accounting.

**NOTE:** Applicants who possess a valid certificate as a Certified Public Accountant or Registered Municipal Accountant issued by the New Jersey State Board of Accountancy are considered to have met the above education requirement.

**EXPERIENCE:** Two (2) years of experience involving municipal or county auditing and/or budgeting.

**NOTE:** A Master's degree in Accounting may be substituted for one (1) year of the required experience.

**NOTE:** Applicants who do not possess the Bachelor's degree but who do possess the twenty-one (21) semester hour credits in accounting may substitute the remaining education with experience, on a year-for-year basis.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

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Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources  
New Jersey Department of Community Affairs  
HR# 0157  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be e-mailed to [resume1@dca.state.nj.us](mailto:resume1@dca.state.nj.us)

NOTE: In accordance with the New Jersey First Act, P.L. 2011, c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

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**The New Jersey Department of Community Affairs is an Equal Opportunity Employer**